

**Employee Name:**

**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – NAPA**

<b>JOB CLASSIFICATION: STUDENT ASSISTANT (DIETETIC INTERN)</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under close supervision and in a learner capacity, to assist in the performance of the administrative or technical duties required by the departmental assignment; and to do other related work.

**45%                      CLINICAL NUTRITION**

Performs nutritional assessment of Patients. Designs and implements nutritional care plans. Develops meal patterns for Individuals on therapeutic diets. Gathers data to evaluate the effectiveness of nutritional care plans.

Responds to nutritional consults on Individuals. Counsels and educates Patients.

Participates in Patients' conferences and in-service instructions of staff.

**45%                      FOOD SERVICE ADMINISTRATION**

Assists in supervision and maintenance of quantity and quality control in food service, to include adherence to policies and procedures, sanitation and safety practices, and work standards. Assists in supervision, training and evaluation of assigned food service staff, to include preparation of work schedules, duty assignments and personnel decisions.

Reviews, develops and implements policies and procedures to meet government regulations and standards of practice.

Plans menus and food purchases. Maintains records such as personnel, technical and administrative operations, cost, supplies, equipment and inventory.

Coordinates and communicates food service activities with other professionals and staff. Participates in community programs which deliver nutrition services. Counsels Individuals and families on nutrition principles. Plans and presents nutrition education classes.

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**10% GENERAL**

Acquires data pertinent to current theories of dietetic practice by attending classes and continuing education seminars, and reviewing current literature.

Completes other projects assigned such as QA activities, professional practice group, participation in meetings, etc.

**% SITE SPECIFIC DUTIES**  
**None**

**% TECHNICAL PROFICIENCY**  
**None**

### **2. SUPERVISION RECEIVED**

The Student Assistant functions in a trainee capacity under the close supervision of the Assistant Director of Dietetics (Internship).

### **3. SUPERVISION EXERCISED**

The Student Assistant does not exercise supervision.

### **4. KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

General concepts and principles involved in the departmental assignment.

#### **ABILITY TO:**

Reason logically; establish and maintain effective working relationships; draw sound conclusions and make appropriate recommendations.

### **5. REQUIRED COMPETENCIES**

#### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

#### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

#### **SITE SPECIFIC COMPETENCIES**

#### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

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### 6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

### 7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

### 8. WORKING CONDITIONS

#### EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients and the public; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

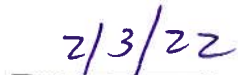
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Supervisor Signature

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